

Position Description
United States Bankruptcy Court
Southern District of New York

CAREER OPPORTUNITY
Electronic Court Reporter Operator

The Position:

The United States Bankruptcy Court for the Southern District of New York is currently accepting applications for the position of Electronic Court Reporter Operator. The position is located in the operations section of the Clerk's office. The incumbent will perform clerical duties within the Operations section and function as the Electronic Court Reporter Operator for the Judges.

The Electronic Court Reporter is required to utilize Computer Aided Transcription. Responsibilities include: attending and recording verbatim all proceedings as directed by the judge, court or requested by any party whom has agreed to pay the fees established by the Judicial Council; reading back all or any portion of the court records; reviewing the court calendar and noting the appearance of attorneys, witnesses and the spelling of their names; receiving and processing tape duplication and transcript production orders; cataloguing tapes and logs and maintaining their proper storage; managing courtroom recording equipment logistics; assisting the courtroom deputy with courtroom duties, such as swearing-in witnesses, handling exhibits, and calling the calendar; and performing other duties as assigned.

Qualifications:

To be eligible for appointment at the entrance level, a candidate must possess a high school or equivalency diploma. Completion of the requirements for a post graduate degree from an accredited college or university is desired.

Candidates must demonstrate:

Experience in dealing with routine and complex assignments and a demonstrated ability to think through, analyze, and interpret written communications, together with skills in prioritizing tasks and work assignments;

An ability to apply a body of rules, regulations and policies;

Superior oral and written communications skills;

Strong inter-personal skills; and

A professional demeanor and appearance appropriate for a law or professional office environment.

Salary Range:

Starting salary, depending upon the qualification of the successful candidate, will range between \$32,769 and \$53,240 (CL24).

How to apply:

This position will remain open until Friday, August 12th, 2005. Submit cover letter and resume to the address below:

Kathleen Farrell-Willoughby, Clerk of Court

United States Bankruptcy Court

Southern District of New York

Department SBW

One Bowling Green

New York, NY 10004-1408

The United States Bankruptcy Court is an Equal Opportunity Employer
Position Description

For
Electronic Court Recorder Operator

Introduction:

This position is located at the United States Bankruptcy Court for the Southern District of New York. The incumbent is responsible for making verbatim recording of court proceedings and arranging for the production of written transcripts, as requested.

Representative Duties:

Makes a verbatim record of court proceedings on tape recording equipment.

Creates detailed logs of proceedings and participants recorded.

Receives and processes tape duplication and transcript production orders.

Catalogues tapes and logs and maintains their proper storage.

Maintains recording equipment and performs cleaning, lubrication, and minor adjustments and repairs as needed.

Manages courtroom recording equipment logistics.

Assists the courtroom deputy with courtroom duties, such as swearing-in witnesses, handling exhibits and calling the calendar.

Factor 1, Job requirements:

Good knowledge of language usage, grammar, and spelling. Skill in operating and maintaining sound recording equipment, including the ability to properly locate microphones within the courtroom to pick up voices needed for a complete record. Good knowledge of courtroom procedures.

Ability to communicate effectively with judges and other participants in court proceedings.

Factor 2, Scope and Effect:

The official record of court proceedings can be the foundation for future reviews or appeals and thus, accuracy is critical to the ultimate disposition of cases.

Factor 3, Complexity:

The work is procedurally repetitive. Incumbent must meet strict time demands for such things as the daily calendar and transcript requests. Must also cope with a wide variety of persons in the courtroom and the often technical nature of court proceedings.

Factor 4, Work Parameters:

Work is subject to procedures and guidelines. The incumbent acts independently in arranging the equipment, recording the proceedings, playing back requested portions if the material and preparing the tapes for transcription.

Factor5, Personal Interactions:

Works with courtroom staff, judges, attorneys and all other participants in hearings and trials. Regularly interacts with transcript requestors, usually attorneys' staff, and transcript production vendors.

Factor 6, Environmental Demands:

Work is usually preformed in an office setting. Some lifting of equipment and records is required

